

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Fire Code/ Investigator Advisor

Revision Date: 10/09

EEOC Function: Professional

Status: Non-Exempt

Control No: 55002

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Fire Chief and the Fire Commissioner, serves in an advisory capacity by providing counsel to the Fire Marshal.

III. Essential Duties:

- Advises the Fire Marshal on Fire Code enforcement issues.
- Completes reports as necessary for Insurance Office rating.
- Advises the Fire Marshal on fire alarm and sprinkler plans.
- Consults with the Fire Chief and Commissioner to plan and organize activities of the Fire Prevention Division.
- Reviews the findings of fire investigations.
- Reviews the Fire Marshal's monthly and annual reports.
- Advises the Fire Chief and Commissioner on hazardous materials issues and emergencies.
- Effectively follow directions from supervisors.
- Promotes a positive attitude among department personnel and other contacts.
- Maintains personal fitness in order to effectively perform essential duties of job.
- Informs supervisor if ability to effectively perform job duties becomes impaired.

IV. Marginal Duties:

- Serves on various committees and attends meetings as assigned.
- Performs other duties as assigned.

V. Qualifications:

Education and Experience: Previous experience as a Sandy City Fire Marshal required.

Certificates/Licenses: Valid Utah Driver's License required.

Knowledge of: Fire Department policies and procedures, International and Uniform Fire Codes and Sandy City ordinances; origin and cause determination; fire behavior; site plan review and examination; department prevention programs; fire sprinkler systems; alarm and communication procedures; fire ground safety procedures.

Responsibility for: Must be able to make decisions and use discretion and judgment; great responsibility for the care, condition and use of materials, equipment and tools; great responsibility for making decisions which affect the activities of others.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; outside contact with the public presenting and obtaining data; must have excellent written and verbal communication skills; ability to deal with upset and irate people; establishing and maintaining working relationships with employees, elected officials, department heads and citizens.

Tool, Machine, Equipment Operation: Regular use of telephone, personal computer, copy machine, calculator, printer and motor vehicle.

Analytical Ability: Organize, delegate and establish meaningful goals; establish and maintain effective working relationships with employees, elected officials, department heads and the public; resolve problems; evaluate and analyze data and make recommendations.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch; frequently has contact with employees and the public; great mental pressure and fatigue are present due to exposure to deadlines, emergency situations, dealing with the public and problem solving. Employee will sit or stand for long periods of time; response to emergency situations may require moving heavy equipment as well as climbing/balancing, stooping and kneeling.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Frequent exposure to stressful situations as a result of human behavior and emergency situations; periodic exposure to inclement weather conditions; periodic response to emergency situation entailing exposure to dangerous situations under disagreeable conditions involving smoke, heights, fire, stress, hazardous material, communicable diseases, fumes, heat, cold, water, excessive noise and vibration, emergency driving etc.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

HUMAN RESOURCES APPROVED BY: _____ DATE: _____